

MHS Blog Instructional Manual

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EDU 622 – Development of Interactive Learning Modules

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## I. Introduction

This instruction manual is intended to assist you in the process of creating your own personal blog. If you work through the various sections of this manual, you will most likely be successful at creating a blog similar to the one I have created as an example which can be accessed at <http://mhs.molineschools.org/rheiar/> . The pre-blogging activities provided will allow you to work through some of the necessary decision making steps before you even get to the computer. The step-by-step instructions will guide you as you create your blog and the instructions for updating your blog will keep you going long after the task of creating your blog is completed. The wrap-up activity is provided to help you do a quick self check to determine if your intended goal has been reached. The rubric allows you to see how your blog will be scored in advance.

## II. Pre-blogging Activity

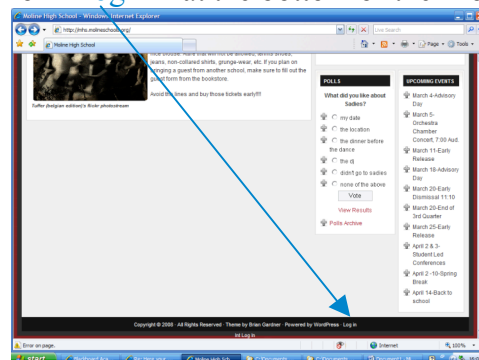
Brainstorm and come up with three possibilities for the following elements of your blog:

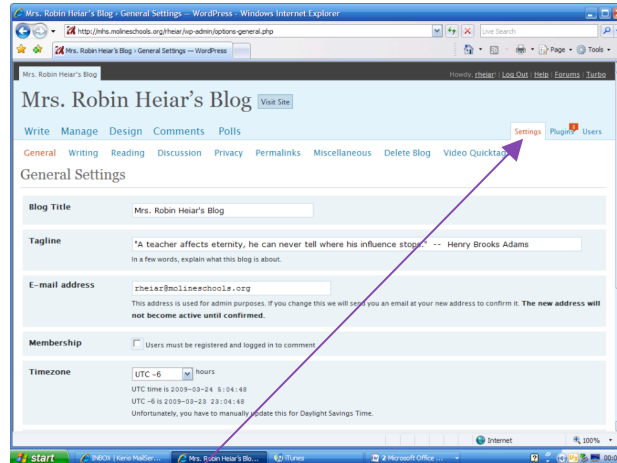
Purpose	_____	_____	_____
Title	_____	_____	_____
Design	_____	_____	_____
Content	_____	_____	_____

## III. Instructions for Creating your Blog

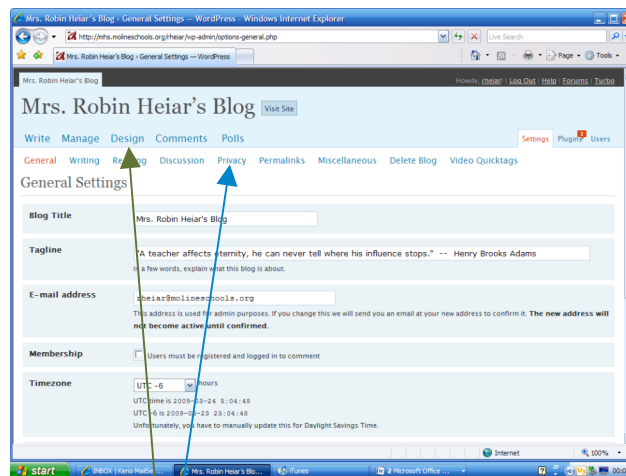
Place a check mark in front of each direction as you complete it.

- 1) \_\_\_\_\_ Log onto the computer and start Internet.
- 2) \_\_\_\_\_ Click on “**Log In**” at the bottom of the Moline High School home page.



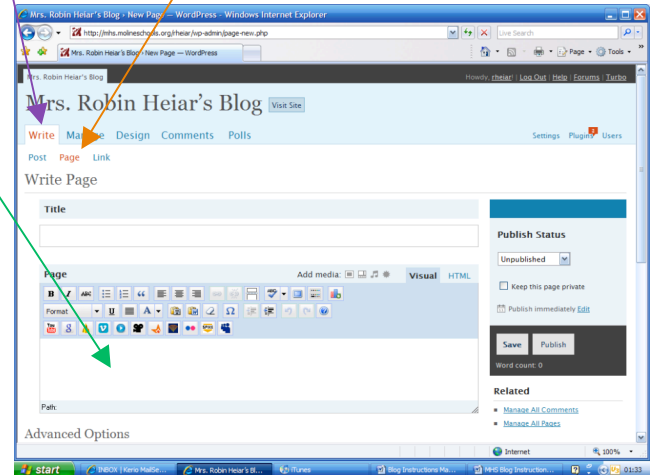


- 3) \_\_\_\_\_ Log into WordPress using your normal login information for getting on a computer here at MHS. When it doesn't work, log in a second time. :o)
- 4) \_\_\_\_\_ Click on **settings** in upper right corner.
- 5) \_\_\_\_\_ On this "general page", create a new title.
- 6) \_\_\_\_\_ Change time-zone to **UTC-6 (-5 for daylight savings)**.
- 7) \_\_\_\_\_ Click on "save changes".



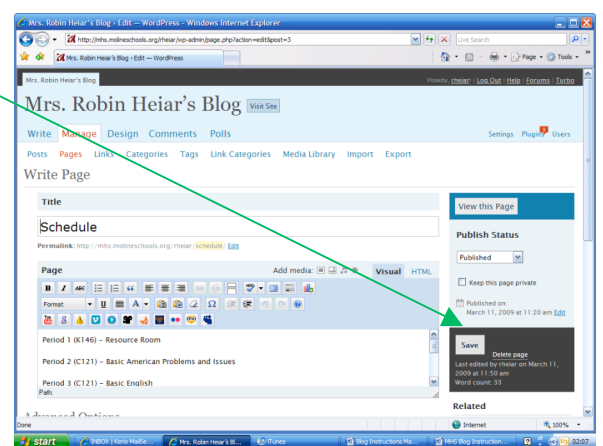
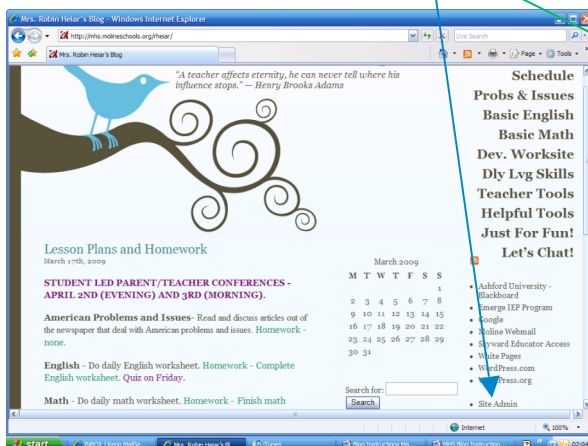
- 8) \_\_\_\_\_ Click on **privacy** on the upper white bar.
- 9) \_\_\_\_\_ Click on the top radio button "**I would like my blog to be visible to everyone, including search engines (like Google, Sphere, Technorati) and archivers and in public listings around this site.**". This will allow your blog to be visible on the blog page, so anyone can browse to it.
- 10) \_\_\_\_\_ Click on "save changes".
- 11) \_\_\_\_\_ Click on **design** on the upper blue bar.

- 12) \_\_\_\_ Look through the various templates and pick the one that meets your needs the best. Directions may vary among templates.
- 13) \_\_\_\_ Click on “activate”.
- 14) \_\_\_\_ Add a page by going to “write” and clicking on “page”.
- 15) \_\_\_\_ Give your new page a title and add information, picture, or video for that page into the box provided.



#### IV. Instructions for Updating your Blog

- 1) \_\_\_\_ Open up your blog by typing in your blog address into the Internet address bar.
- 2) \_\_\_\_ Click on “Site Admin” and type in your MHS username and password
- 3) \_\_\_\_ Click on Manage to edit posts and pages.
- 4) \_\_\_\_ Click on “posts” to change information on the home screen.
- 5) \_\_\_\_ Click on “pages” to provide information and links to related topics.
- 6) \_\_\_\_ Click on Save after any changes are made.
- 7) \_\_\_\_ Click on Write to add posts and pages.



### V. Wrap-up Activity

Fill in the blanks with the actual information about your newly created blog:

Purpose - \_\_\_\_\_

Title - \_\_\_\_\_

Design - \_\_\_\_\_

Content - \_\_\_\_\_

### VI. Rubric

Points	Purpose	Title	Design	Content
25	The purpose is clearly defined and consistent throughout the blog	The title is closely related to the stated purpose	The design is appropriate for the purpose of the blog	The content is supportive of the purpose of the blog
20	The purpose is fairly defined and consistent throughout the blog	The title is fairly related to the stated purpose	The design is fairly appropriate for the purpose of the blog	The content is fairly supportive of the purpose of the blog
15	The purpose is slightly defined and consistent throughout the blog	The title is slightly related to the stated purpose	The design is slightly appropriate for the purpose of the blog	The content is slightly supportive of the purpose of the blog
10	There is no evidence of a purpose	The title is not related at all to the stated purpose	The design is not appropriate for the purpose of the blog	The content does not support the purpose of the blog

### VII. Conclusion

This blog is a creation of yours. Take pride in it and have fun keeping it up to date. Remember that all school rules apply to your blog and your blog may be

monitored by district technology specialists at any time. Your parents may view your blog by typing your blog address into the Internet address bar of any computer.